

Meeting Minutes  
Room 172  
State Capitol Building  
Thursday, October 19 2006  
1:30 p.m. to 3:00 p.m.

Michelle Robinson Vice-Chairperson, called the meeting to order at 1:30 p.m. Present were Colleen Owen, Melody Scoble, Jeri Duran, Barbara Bessey, Michelle Robinson, Erin Ricci, Betty Warren, Lindy Davies, Jackie Williams, Barbara Pepper Rotness, Jacquie Gibson, Monica Abbott, Sheree Isola, Lenora Adams, Linda Davis, Lynn Eneas, Judy Edwards, Vicki Schiller-Long, Jan Brown, Pam Boggs, Billie Rusek, Casey Barrs, Wendy Neumann, Pam Spore.

Michelle introduced Monica Abbot as the new Chair, who has been recently appointed by the Governor. Monica comes to us from ITSD.

Monica gave a brief opening greeting to those present.

September Meeting Minutes: Pam Spore stated that Lenore Adams' name is listed in one section of the minutes, but was not listed as "present." Michelle stated the deletion would be corrected. Pam moved to approve the September 2006 minutes. Lenore Adams seconded the motion, which passed unanimously.

Treasurer's Report: Sheree Isola stated that the ending balance in the checking account is \$549.33 and savings account is \$1,718.51.

Two checks were written by the current officers:

- Check #631 to Shannon Stober (reimbursement for planning meeting F&B) in the amount of \$53.11
- Check #633 to the MT Historical Society (copies of 1977 records) in the amount of \$3.60
- Check #632 was miswritten and voided.

Revised Meeting Structure: Michelle began the discussion by stating that former members surveyed were concerned about the length of time in general meetings. The officers met and a decision was made to hold the general meeting for the first 30 minutes and subcommittees would then convene for the remaining one hour. Lenore Adams moved to approve the new meeting structure. Erin Ricci seconded the motion, which passed unanimously.

Potential Subcommittees for 2006 - 2007: Michelle began the discussion by stating that the officers proposed the following subcommittees:

- Training
- Excellence in Leadership Awards (ELA)
- Legislative
- 30 - Year Anniversary Celebration
- Preventative Health
- Work/Life Balance

Discussion: Barbara Pepper-Rotness asked which subcommittee would be handling Mentoring. Michelle responded that Training would be including Mentoring.

Question was asked as to which subcommittee would be maintaining the library of videos. Michelle responded that the Training subcommittee will continue to maintain the library of videos.

Michelle stated that the officers proposed to form two separate subcommittees for the ELA & 30 year celebration versus trying to have only one subcommittee attempt to organize and host two events.

Jacque Gibson asked if the groups were going to be provided a public relations (PR) template to advertise their own events. Michelle stated that a PR template is provided in the subcommittee resource folder.

Michelle then asked if there were any other topics that need to be announced. A question was asked about the Daycare subcommittee from last year. The members discussed that any additional daycare issues this year may be covered by the Work/Life Balance subcommittee.

Colleen Owen asked if the Advocacy subcommittee previously discussed during the September meeting is the breakdown of the Preventative Health and the Work/Life Balance subcommittees. Michelle responded in the affirmative.

Vicki Schiller-Long moved to approve the subcommittee proposals. Pam Spore seconded the motion, which passed unanimously.

Continue Clothing Drive for Career Training Institute: Michelle stated that the Career Training Institute cannot currently accept any more professional clothing. Jacque Gibson asked if maybe the Women's YMCA would like to do a clothing drive. Linda Davis recommended God's Love. Monica Abbott suggested the Friendship Center and Florence

Crittendon Home, and Erin Ricci suggested temp agencies as there are three of them in Helena. Lenore Adams suggested that Erin call them and note the date called. Monica suggested just calling the temp agencies and letting them know that ICCW is doing clothing drives with certain non-profit organizations. Erin was asked to hold off on contacting the agencies until after the next ICCW meeting in November.

Pam Spore stated that she has a friend who would be willing to do an evening of cosmetics. She has a large inventory of unopened product that she would be willing to demonstrate and donate. Michelle recommended that this be tied in with the clothing drive(s).

Michelle and other members re-iterated that the clothing needs to be wearable, i.e., no rips or tears, no stains, missing buttons or broken zippers.

Betty Warren asked if she could be responsible for contacting the Friendship Center because she has a friend that works there. Monica will contact the Florence Crittendon, Linda will contact God's Love and the YWCA will be contacted.

Meeting Schedule during the Legislative Session: Michelle began the discussion regarding other possible meeting locations including the option of off-site.

Discussion: Vicki Schiller-Long asked where the other meetings were being scheduled. Michelle's response was Montana State Library and the Department of Labor & Industry's large conference rooms. Lenore Adams informed the group not to park at the 1 hour parking lot because you will get a fine of \$25.00. The legislative sessions are generally from January to April, however they have gone into May before. Erin Ricci suggested DNRC because they have an average-sized conference room.

Pam Spore suggested that the meetings be held later in the day. The officers previously discussed that option. However, due to many members coming in at 7 and departing at 4 and the need for after school transport, this option was not viable. Michelle also indicated that many members may need to be around late in the day for their supervisors who may need assistance.

Michelle asked for a show of hands of the members, and 18 were in favor of on-site meetings. Members were asked to check availability of larger conference rooms in their buildings. As a reminder, the schedule of meetings is located on page four of the Newsletter and on the ICCW website.

General Discussion: Jackie Williams asked about the attendance sheet at each meeting. Michelle informed the group that we will just use the member list. It will be passed around the room at each meeting and the attendees will initial by their name.

Michelle informed the members that their name placards (tent cards) are to be kept with each member, preferably in the notebook they are using for ICCW business.

Michelle then handed out the subcommittee folders, which contained general information that maybe helpful to that particular subcommittee.

Michelle then announced and showed the members a copy of the publication Women in Business that she found. She has contacted the Billings Business (formerly Western Business News) newspaper and requested 30 copies as a donation to ICCW. As of the date of the meeting, she had not received a response to her request.

Meeting Adjourned.

Respectfully submitted: Barbara Bessey, Acting Secretary for the October 19, 2006 meeting.